

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**38**

June 3, 2003

**FROM:** CORY NELSEN, Director  
Department of Child Support Services

**SUBJECT:** INCREASE PURCHASE ORDER FOR COPIER MACHINE MAINTENANCE  
SERVICES WITH MINOLTA BUSINESS SYSTEMS

**RECOMMENDATION:** Authorize the Purchasing Agent to increase purchase order #Z0066B from \$87,500 to \$102,500 for an increase of \$15,000 to Minolta Business Systems for office machine maintenance for the Department of Child Support Services (DCSS) for the remainder of FY 02/03.

**BACKGROUND INFORMATION:** In FY 02/03 the Board of Supervisors gave approval to the County Purchasing Department to issue purchase order #Z0066B in the amount of \$87,500 for maintenance agreements, repairs and excess copy charges for 38 copiers and 17 fax machines located in various DCSS offices throughout the county.

Minolta Business Systems is one of six approved vendors selected through a competitive process on Purchasing's Request for Proposal (RFP) P-7 from which the Department of Child Support Services purchases office equipment. It is the only company that markets supplies and is certified by the manufacturer to service Minolta products. The original purchase quotes supplied by the bidding vendors included maintenance agreements, which were considered when awarding the bid.

To date, expenditures to Minolta Business Systems total \$87,487. The department anticipates an additional \$15,000 in excess copy costs for the remainder of FY 02/03. These costs are due to an increase in Child Support staff and the production of in-house training materials that meet expanded State training requirements.

The department is currently evaluating the estimated costs for future copier machine maintenance and will be returning to the Board to request authorization for a Purchase Order for copier machine maintenance for the period July 1, 2003 through June 30, 2004.

**REVIEW BY OTHERS:** This action has been reviewed and coordinated for procurement by the Purchasing Department (Aurelio De LaTorre, Director) on May 23, 2003, County Counsel (Julie Surber, Deputy County Counsel) on May 23, 2003, HSS Finance (Kristin Letterman, Administrative Manager) on May 22, 2003, and the County Administrative Office (Gary Morris, Administrative Analyst) on May 21, 2003.

**FINANCIAL IMPACT:** There are sufficient appropriations available in the FY 02/03 Child Support Budget for the additional \$15,000 in copier maintenance service costs. The Child Support program is a Federal program administered by the State Department of Child Support Services. The program receives 66% in Federal Financial Participation (FFP) and 34% funding from the State. There is no local County cost.

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**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and recommends this action based on the need to continue copier maintenance and service. All costs are reimbursed by State and Federal revenue.

**SUPERVISORIAL DISTRICT(S):** ALL

**PRESENTER:** Cory Nelsen, Director  
(909) 478-7474